DUTIES AND RESPONSIBILITIES OF THE ORGANIZING
AND SCIENTIFIC COMMITTEES IN RELATION TO THE
SYMPOSIA/CONFERENCES & WORKSHOPS

I. ORGANIZING COMMITTEE

COMPOSITION:
1. Scientific Chairperson/Co-Chairperson of the Symposium/Conference
2. Director of Medical Education Center (Chairperson of Organizing Committee)
   (Event Management Director)
   Team Leader , Symposium Coordinators & Admin Assistants... etc.
3. Selected Members of the Scientific Committee

DUTIES AND RESPONSIBILITIES:

1. In collaboration with the printing material designer, our role is to review, audit
   and proof read the drafts of all event printing materials including scientific
   program, abstract book, Banners, brochures, posters, registration forms, dinner
   invitation cards, opening ceremony invitation cards, certificates and badges, in
   corporation with the Scientific Chairperson assigned person, Signature and date
   of the authorized chairpersons is mandatory on the last draft /version of
   promotional materials.

2. Distributes the symposium promotional printed materials internally through the
   Medical Education center, externally through the Communication Affairs, the
   sponsors if available, and the Scientific Committee members.

3. Opening Ceremony invitation cards internal distribution through the Medical
   Education Center, external distribution through the Communication Affairs.

4. Ensures visa processing to the end stage of speaker`s passport stamping through
   the concerned department (Public relation if needed).

5. Ensures that the ticket were provided to the speakers correctly. Arrival &
   Departure list will be provided to the concerned department (Transportation &
   Public Relation).

6. Arranges catering for the lunch/coffee breaks for the whole events according to
   the venue reservation.

7. Arranges the gifts and plaques/awards for the VIP guests, National and
   International speakers as per demand of the requestor according to the budget.
8. Confirms venue site booking internally or outside in hotels or centers.

9. Confirms speaker’s accommodation.

10. Encash International/National speaker’s honorarium, also allowing the bank account transfer if possible (authorized staff to handle the cash money & Cheques).

11. Set-up delegates/speakers bags and folders with the official approved material of the event.

12. Arranges the flower bouquets for the Opening Ceremony.

13. Process & follow up the CME hours through the Saudi Council for Health Specialties.

14. Medical Education Center will update Intranet page in the system through the Public Relation.

15. Confirms the Social night dinners with the concerned parties and distribute the dinner invitation in cooperation with the scientific chairperson.

16. Scientific committee will complete the money installment deal with the sponsors and exhibiting companies for exhibition space according to the floor plan and other requirements upon the given price list & privilege from the Medical Education Center. Scientific Chairperson will invite companies with an official invitation letter to get an official commitment letter relying on the deal and privileges a minimum of two weeks before the event. Sponsors should provide an official regret letter in case of any withdrawal before one month from the event to the Medical Education Center.

17. Ensures all the above needs for the event complied with the approved processes, in collaboration with the Support Departments, and oversees set-up and preparation of the symposium.

18. All correspondences will be sent before one month of the event with the assignments and tasks from the Medical Education Center to the related departments as Media Services (Audio Visual), Medical Photograph Services Transportation (Meet & Greet), IT Department, Safety & Security, Flower Shop vendor, Engineering Department, Administrative Communication Affairs, and Public Relation.

19. All sponsors payment, registration fees, should be submitted to the Medical Education Center account with the Finance Department coordination and top management approvals (as per the future new policy).

20. Any refund of participant’s registration should be with the approvals of both organizing & scientific Committees under an administrative withdrawal refund policy.
21. Send thank you letters by email to the International and National speakers with the related photos for them that were in the opening ceremony or social day tour or night dinner.

22. Prepares an evaluation summary (advantages & disadvantages) at the conclusion of the program in collaboration with the Scientific Committee Chairperson to be statistically analyzed to develop our service upon the required high quality.

II. SCIENTIFIC COMMITTEE

COMPOSITION:

1. Scientific Chairperson / Co-Chairperson of the Symposium/Conference
2. Physician chosen by the Scientific Committee Chairperson

DUTIES AND RESPONSIBILITIES:

1. Provide the Medical Education Center with the official symposium proposal, introduction, objectives, scope of the event, topics, targeted audience and exact title in English and the translation to Arabic.

2. Provide the title of the symposium into Arabic for the Public Relation for the newspapers articles/ media advertising and for all Government official correspondences through the Medical Education Center.

3. Help the Medical Education Center designer to determine artwork , review, audit and proof read the printing material drafts as per the above (organizing committee role) point no. 1

4. Help in distributing the printed materials through personal contacts as per the above (organizing committee role ) point no. 2

5. Establish pharmaceutical Medical & Non Medical Company invitations with the sponsorship patterns and price list provided from the Medical Education Center according to the approved budget as per the above(organizing committee role ) point no.16

6. Identifies a potential database for the National and International speakers. Full details/ addresses/passport copy/and CV’s to be submitted to the Organizing Committee in the Medical Education Center.

7. Send invitations to identify distinguished key note speakers and finalize selection of them.

8. In collaboration with the Medical Education Center, send to all Departments Heads/ Chairmen the Opining Ceremony invitation of the event.

9. Collect, review and approve all the selected speakers abstracts that will be received before/on the specified deadline date.
10. Submits the final outlined scientific program and Abstracts to the Organizing Committee before /on the specified deadline date.

11. Official letter should be sent regarding all tasks and needs related to any query for the symposia/conference/ Workshops/Courses through the Medical Education Director Office.

PREPARED BY:

Rola Al Ghussein     MHHA, CIPM
Director of Event Management
Medical Education Center
College of Medicine
King Saud University